



## FINANCIAL AGREEMENT

### NIVA INTERNATIONAL SCHOOL

1. Financial guarantors, parents or guardians, of students accepted to study at Niva IS must confirm the commitment to pay tuition fees to the school according to the prescribed payment schedule.
2. The acceptable form of payment is by following:
  - 2.1 bill payment through
    - a. Bangkok Bank branches or
    - b. Thai Farmers Bank (Kasikorn Bank) branches
  - 2.2 Credit card at school, service charge 1.5%

**Note:**

*The cashier will send the first reminder for the pending payment six weeks prior to a new term beginning with a prepared bill payment slip in accordance to your choice of schedule of payment and bank. The payments must be made four weeks before school starts.*

*The parents must take the bill payment form to the bank of their choice for making payment. Upon having made the payment, the bank will post the payment details with the student's name and ID number to the NIVA Business Office. The cashier then will issue a receipt and directly to parents by appointment by mail.*

3. All tuition fees must be paid four weeks before the start of every quarter, semester or year in order not to disrupt students' continuity of learning. Late tuition payment will be charged at **50 Baht/day**. Late payments can be accommodated for a maximum of ten (10) school days counting from the first day of the term. After the ten days and if no response is received from parents, the student will be asked to stay home until the financial guarantor is able to make payments or come to school and make a satisfying arrangement in writing for the payment.
4. The General Deposit will be returned to the student in full amount if the books and other school supplies are returned in good condition and the School Leaving Form is completed and signed by all custodians of the school. In the event of loss or damage of any of loaned items, the full amount of the item or the cost of repair will be deducted from the general deposit or additional amount will be charged to the students if the costs of the books or other school supplies exceed the amount of deposit.
5. Tuition refunds will be granted in accordance with the following conditions only.
  - There will be no refund on Registration and General fees
  - 50% of tuition refund for the current quarter if the student withdraws or is dismissed within two weeks of classes
  - Full refund for advanced payments made for remaining terms

#### **Financial Guarantor's Agreement**

I understand the Fees and Payment policies of Niva International School and agree to abide by all of them.

Name of Child: \_\_\_\_\_ Academic Year: \_\_\_\_\_

Name of Financial Guarantor: \_\_\_\_\_ Tel: \_\_\_\_\_

Signature of Financial Guarantor: \_\_\_\_\_ Date: \_\_\_\_\_